

CHASE Cohort Development Fund – student led training proposals: guidance for applicants

This guide is intended to assist you, as Principal Applicant, in completing the application form to apply for Cohort Development Funds. The guide should be read in conjunction with the application form.

Introduction

You are strongly encouraged to review current CHASE training as detailed on the [CHASE website](#). Whilst you need not be constrained by the design of existing programmes, it should give you a sense of the kinds of programmes that have been awarded funding. It will also help you articulate how your programme is distinctive from what has already been delivered.

Feedback on draft proposals is available at any stage prior to the deadline. You are also welcome to contact CHASE with specific questions about the application process or your proposal. Please contact training@chase.ac.uk in the first instance.

Completing the form

Question 1: The title for your proposal should give students a reasonable insight into the nature of the training, whilst also attracting the interest of students. There is, arguably, more training available than ever before for arts and humanities PhD students, so you are competing for the time of PhD students alongside other training opportunities and other commitments. Being clear about the nature and scope of your training at every stage will help.

Question 2: The name of the applicant for the proposal. This is the person CHASE will contact at all stages of the application and subsequent training delivery process. CHASE does not, unless specifically requested, copy co-applicants into communications about training proposals.

Question 3: Please provide the email address that the applicant monitors daily. Preferably this will be their institutional email address. We will use this email address to contact the applicant and share important documents relating to the proposal.

Question 4: Only name colleagues that have had input into the design of the proposal. In addition, please also name colleagues not affiliated with CHASE where they have had input into the design of the proposal.

Question 5: Tick all training strands that your proposal will address. The main proposal text will further elaborate how the training addresses these strands. Your proposal should address at least one of these strands.

Please contact CHASE if you are not sure which strand best applies to your proposal.

Question 6: Provide an outline of your proposal, within the 500 word limit. Ideally, this outline will include an overview of each session within the programme and identify who will be leading each session plus giving the names and affiliations of people who will contribute. The outline should clarify the intended audience for the training (i.e. all arts and humanities researchers or those from specific disciplines). Any evidence that demonstrates the need for the training is welcome here. For example, the names of doctoral researchers who have requested the training or would be expected to register to attend. Does attending the training require any prior knowledge or skills? For multi-day programmes, will students need to attend the full programme or can they choose which sessions to attend? A list of learning outcomes should also be included.

Question 7: Please list the learning outcomes that your training is designed to address. Learning outcomes should be directed at arts and humanities postgraduate researchers.

Question 8: Please indicate how many people will be able to attend your training. Where your proposal includes multiple events, please note the anticipated capacity for each event and confirm

whether participants will be expected to attend all events or if they can choose which events to attend.

Question 9: The AHRC expects training funded by CHASE to be of value to holders of CHASE studentships. Additional capacity can and should be available to all arts and humanities PhD students at CHASE institutions, provided CHASE studentship holders are the primary target audience. Please provide details of the CHASE studentship holders that will be likely attendees of your training. Where you have discussed your proposed training with CHASE studentship holders, please feel free to include their names here. You are encouraged to consult the database of CHASE studentship holders, which is searchable by keyword, to help you identify this target audience.

Question 10: Where dates are known, please provide these. If not, identify the time frame in which you anticipate delivering the training. It is possible to alter the dates/timeframe after the award of funding.

Question 11: In light of the current CoVid-19 pandemic, we are asking applicants to set out contingency plans should in person events remain restricted due to lockdown or similar restrictions. Please confirm whether you would seek to move your event(s) online, postpone until in person events become viable, or cancel the training.

Question 12: State the total amount of funding you are requesting from CHASE here. If you have secured additional funding for your training events/programme please note this here.

Question 13: Provide as detailed a breakdown of costs as you are able to. If there is insufficient space on the form, please include your more detailed breakdown in your response to question 6 or email as an attachment to CHASE. A few things to consider at this stage:

- (i) Students will most likely need accommodation for consecutive multi-day events. The cost of this will depend on the location of the training and you are advised to consult professional services colleagues when costing this component.
- (ii) For programmes hosted at CHASE institutions, please check standard rates for catering and preferred local accommodation with professional services colleagues.
- (iii) CHASE-funded students will claim the cost of travelling to training individually. These costs should not be included in your proposal.
- (iv) Staff with employment contracts (including support staff, technicians and similar) at CHASE institutions are expected to contribute to CHASE events as part of their normal work commitments. External staff can be paid at their agreed rate. If the cost of hiring staff is high you are advised to include a rationale for specific individuals' particular expertise in your proposal text.
- (v) The standard CHASE honoraria rate is £150 per day. You can propose paying more to high profile, specialist staff. A rationale should be included for any honorarium proposed that is significantly higher than £150. As above, honoraria can only be paid to academics whose contract of employment is with a non-CHASE institution.

Question 14: You are ticking to confirm that you have secured the approval of your Line Manager or PhD Supervisor(s) to submit this bid.

If your proposal is approved, the funding will be administered by the CHASE Administrative Lead at your institution. It is important to discuss your proposal with this person before submitting so they are aware of your planned activities and can advise on the budget and logistics for your training. The up to date list of CHASE Administrative Leads by institution is [here](#).

Annex one: paying external contributors [important: please read]

When organising training activities, it is frequently necessary to arrange for external contributors to be paid for their time. They may be guest speakers, expert trainers, or PhD students providing admin support.

Everyone to be paid for their role in your training initiative will need to go through a right to work checking process. The procedure varies slightly between CHASE member institutions but will normally involve the person to be paid completing an [IR35 form](#).

Even if the person(s) to be paid will submit an invoice, they will still likely need to do the IR35 form.

As lead applicant, it is your responsibility to liaise with the person(s) to be paid and the CHASE Administrative Lead at your institution to ensure processes are completed in a timely manner.

The person(s) to be paid should be put in contact with the CHASE Administrative Lead at your institution at the very earliest opportunity. **Any delay in making this contact or carrying out the necessary procedures will result in delays in the person(s) being paid.**